

Levo, Brian

From: Levo, Brian
Sent: Wednesday, July 09, 2014 8:44 AM
To: Anne Christopher; Anne Dalrymple; Benjamin Horwitz; Bill Todd; Bob Hales; Boccato, Gianpaolo; Brian Levo; Castro, Ramona; Chad Schulze; Chae Park; Charlotte Boulind-Yeung; CherylB Williams; Chris Gebhardt; Christine Kelly; Cool, Richard; Creagh Brownell; Dagseth, Renee; David Domingo; David Tetta; Davis, Diane; Derek Schruhl; Derrick Terada; Diane Davis; Dustan Bott; Edward Kowalski; Emily Orzech; Erin Williams; Eva DeMaria; Gabriela Carvalho; Garcia, Terry; Gary Olson; Hales, Bob; Jack Boller; Javier Morales; Jeannine Brown; Jeff Kenknight; Jennifer Parker; John Keenan; Jon Klemesrud; Jordana Jiles; Joseph Roberto; Juliann Barta; Kate Spaulding; Katherine Griffith; Katie McClintock; Kelly McFadden; Kevin Schanilec; Kimberly Ogle; Kristin McNeill; Lambert, Aaron; Laurie Kral; Lauris Davies; Linda Liu; Lisa Pollett; Mary Millner; Matthew Vojik; Melba Wells; Michele Wright; Michelle Mullin; Nancy Brown; Paul Cordero; Peter Contreras; Peter Magolske; Philip Nenninger; Phillips, Peter; Ramona Castro; Rindy Ramos; Rob Rau; Roylene Cunningham; Sandra Brozusky; Scott Downey; Stacey Erickson; Steven Potokar; Thor Cutler; Tristen Gardner; Xiangyu Chu
Cc: Wells, Mike; Na, Chheang; Chin, Joanne
Subject: OCE Floors 8, 10, 12, 13, 18 -- Clean-Up MONTH begins TODAY!

The end dates for this clean-up and the bin locations for each floor are identified in the table below. Large canvas carts for recycled paper are placed in the elevator lobbies of each floor. **NOTE that if you're putting paper in the 32-gallon rolling trash can labeled "mixed paper" you MUST empty it in a canvas cart.** Those mixed paper trash cans are meant to be an easier way to move all your paper to the canvas carts.

Floor	Clean-Up End Date	Bin Locations
8	7/23/14	Empty cube at the south side reception/printer area (8M1)
10	Through the end of the move	Empty cube next to Roylene Cunningham's cube (10H9)
12	Through the end of the move	Flex cube across from Thor Cutler's office (12C4) on the west side
13	Through the end of the move	Flex cube across from Krista Mendelman's cube (13A5)
18	8/11/14	Empty cube across from Brian Levo's cube (18B3)

Why Clean-Up?

- OCE move dates are coming up VERY SOON starting first with staff on the 10th, 12th, and 13th floors who will be moving to their swing spaces in mid-August. The move date for the 18th floor is still in flux, and may be happening later this year.
- Having clean-up bins available for this long block of time will better ensure everyone has the time they need to clean out offices, reduce records and leave all the clutter behind as you prepare to move into your new and clean workspace in the renovated building. Here's a link to remind everyone of the items allowed in your new space: [Park Place Remodel Allowable Items](#).

Records:

Also, please be mindful of your information preservation obligations associated with pending litigation. Information that is potentially relevant to litigation must be preserved and retained, including attachments, in its native format. Therefore, all emails and attachments subject to a litigation hold should to be preserved and maintained in the email system and other electronic documents should be maintained in the format in which they were created or received.

In addition, you should not delete emails or other information that are records under the Federal Records Act unless they are preserved in accordance with the applicable retention schedule. Please refer to the records information on the [InfoPage](#), or contact Joyce Aoyama (x3-2595), your records coordinator, or ORC for additional information.

[Table of Current Litigation Holds in Region 10](#)

Additional Clean-Up guidance can be accessed at the Region 10 Clean-Up [website](#).

Thank you,

Brian Levo
OCE Clean-up Coordinator
Phone: (206) 553-1816